



Knoxville Symphony Orchestra Intern

Position Summary:

The Knoxville Symphony Orchestra is seeking a motivated, in-office intern to assist with special events, administrative tasks, and concert-related support. While this is an unpaid internship, it offers hands-on experience in nonprofit arts administration, with a particular focus on event planning, project coordination, and community outreach.

Schedule:

10-15 hours/week (typically two days a week, but flexible with a student's schedule)

Primary Focus:

The intern will primarily support the Education and Community Partnerships team, but will also have the opportunity to interact with staff from multiple departments, including development, communications, operations, and the box office.

Responsibilities:

- Work in the KSO office and attend evening or weekend concerts as needed (flexible).
- Assist with various KSO concerts, events, and community programs.
- Support the planning and execution of the Symphony Ball in March.
- Perform general administrative tasks across departments, such as: organizing and filing materials; supporting mailing and research projects; running occasional errands.

Requirements:

- Strong interest or academic focus in music, arts administration, orchestral management, event planning, or project management.
- Excellent written and verbal communication skills.
- Dependable, organized, and proactive, with the ability to manage multiple tasks and meet deadlines.
- Willingness to pitch in on a variety of tasks, including at off-site concert venues.
- Reliable transportation and access to a working mobile phone during intern hours.
- Proficiency in Microsoft Office.

To apply:

Please email your resume and a brief cover letter outlining your areas of interest (e.g., marketing, public relations, education, or business development) to communications@knoxvillesymphony.com